

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

**PERFORMANCE EVALUATION RATINGS:**

- 4 = Highly effective performance; results achieved often exceeded requirements
- 3 = Effective performance; results achieved completely met all requirements
- 2 = Acceptable performance; results achieved met minimum requirements
- 1 = Inadequate performance; results achieved are unsatisfactory

**EVALUATION OF PERFORMANCE IN FOLLOWING AREAS RELEVANT TO JOB:**

Employee's Rating

Supervisor's Rating

_____	Quality of work	_____
_____	Quantity of work	_____
_____	Accuracy of work	_____
_____	Documentation of work performed	_____
_____	Meeting deadlines	_____
_____	Initiative	_____
_____	Enthusiasm towards work	_____
_____	Tactfulness	_____
_____	Willingness to cooperate and flexibility	_____
_____	Ability to work well under stress	_____
_____	Problem solving ability	_____
_____	Writing skills	_____
_____	Organizational skills	_____
_____	Statistical skills	_____

_____	Goal oriented	_____
_____	Understands job objectives	_____
_____	Understands fundamentals & procedures	_____
_____	Supervisory ability	_____
_____	Requires minimum supervision	_____
_____	Attendance	_____
_____	Punctuality	_____
_____	Flexibility in learning new methods & different products	_____
_____	Judgment & ability to determine when to seek help	_____
_____	Ability to gain confidence of others	_____
_____	Work relationship with co-workers	_____
_____	Work relationship with others, non-co-workers	_____
_____	Work relationship with supervisor	_____
_____	<b>Overall Job Performance</b>	_____

Describe employee's strengths: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe employee's developmental needs and other areas that require improvement:\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_